

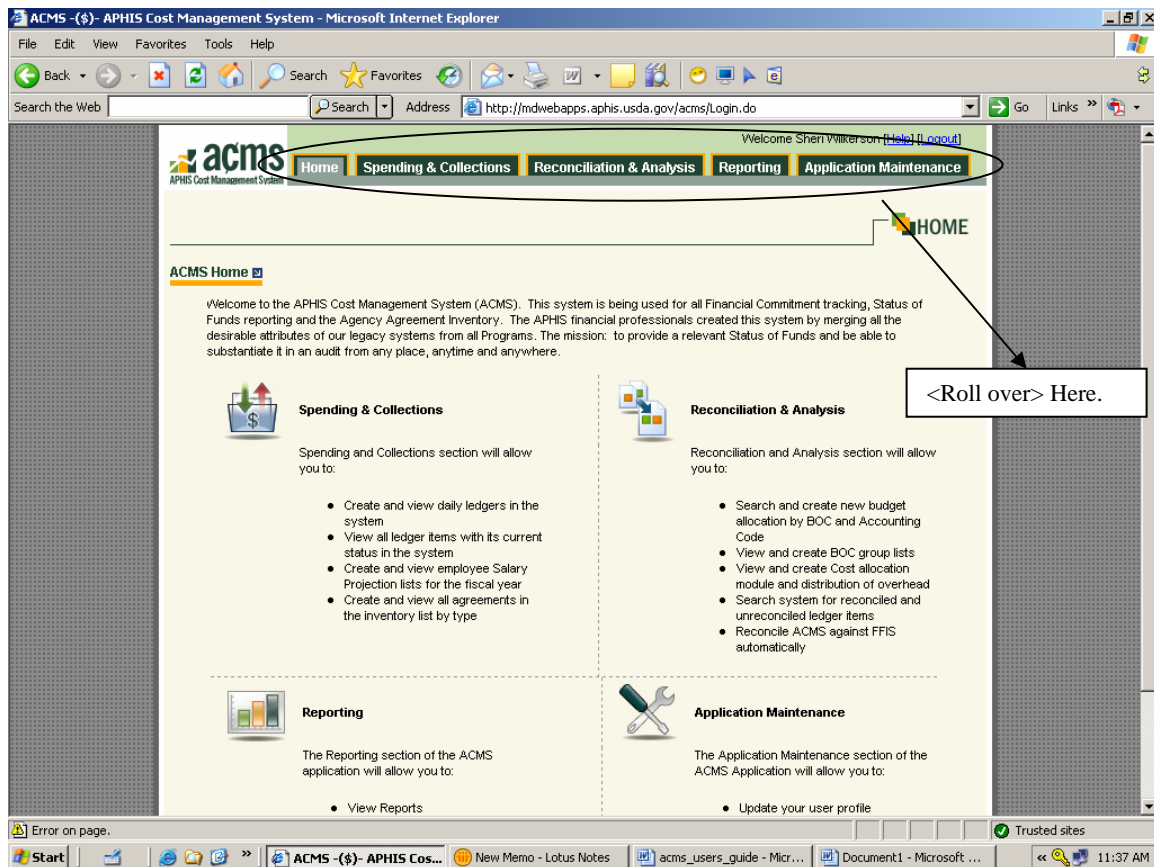
NAVIGATING THE ACMS

The ACMS system provides you a navigation scheme that allows you to access any part of the application from any screen. This is accomplished via the drop down menus located towards the top of the application.

The ACMS navigation is divided into 4 sections:

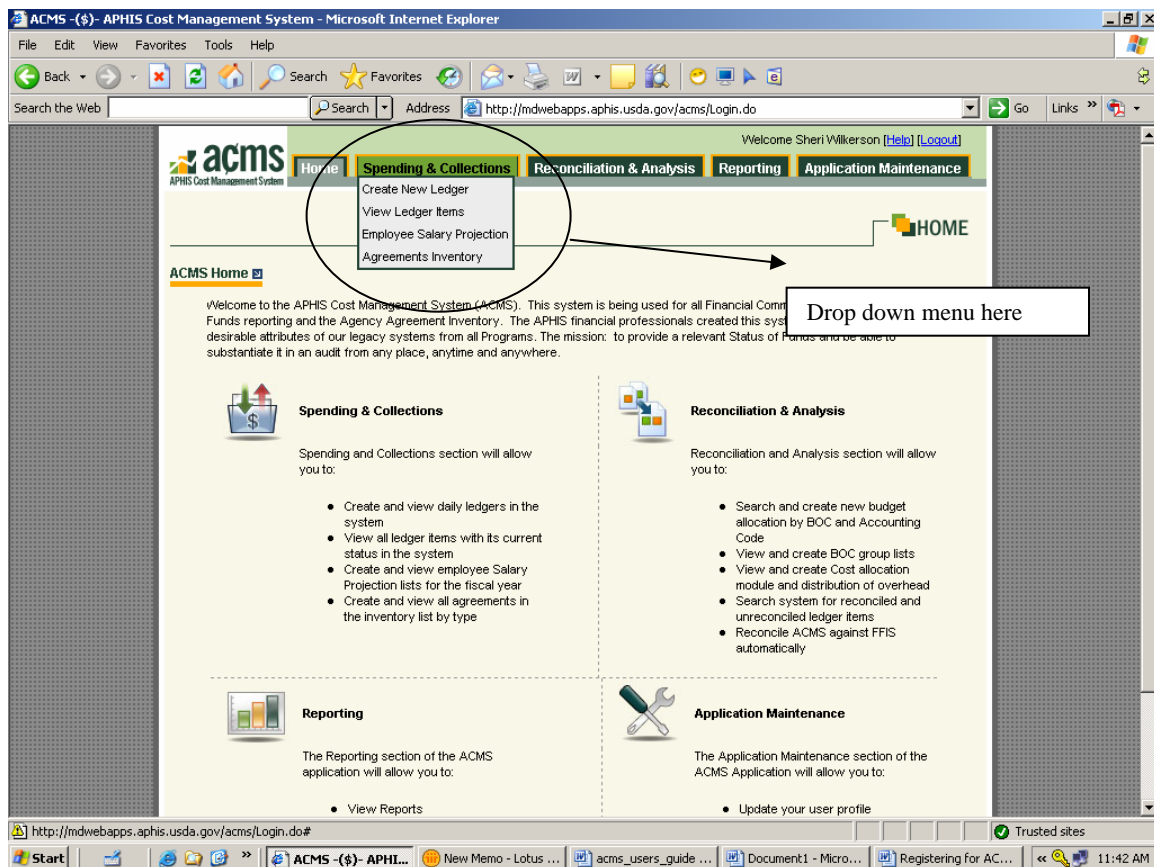
- **Spending and Collections:** Ledger entry, Employee Salary Projections, Agreement Inventory, and Billing Categories.
- **Reconciliation & Analysis:** Budget Allocations, Reconciliation of Ledger Records, management of Recurring BOCs and BOC Groups.
- **Reporting:** Provides access to reports that are available within ACMS.
- **Application Maintenance:** A section geared towards administrators to allow management of various elements within ACMS including users, keywords, strategic elements, and agreements keywords.

Step 1:



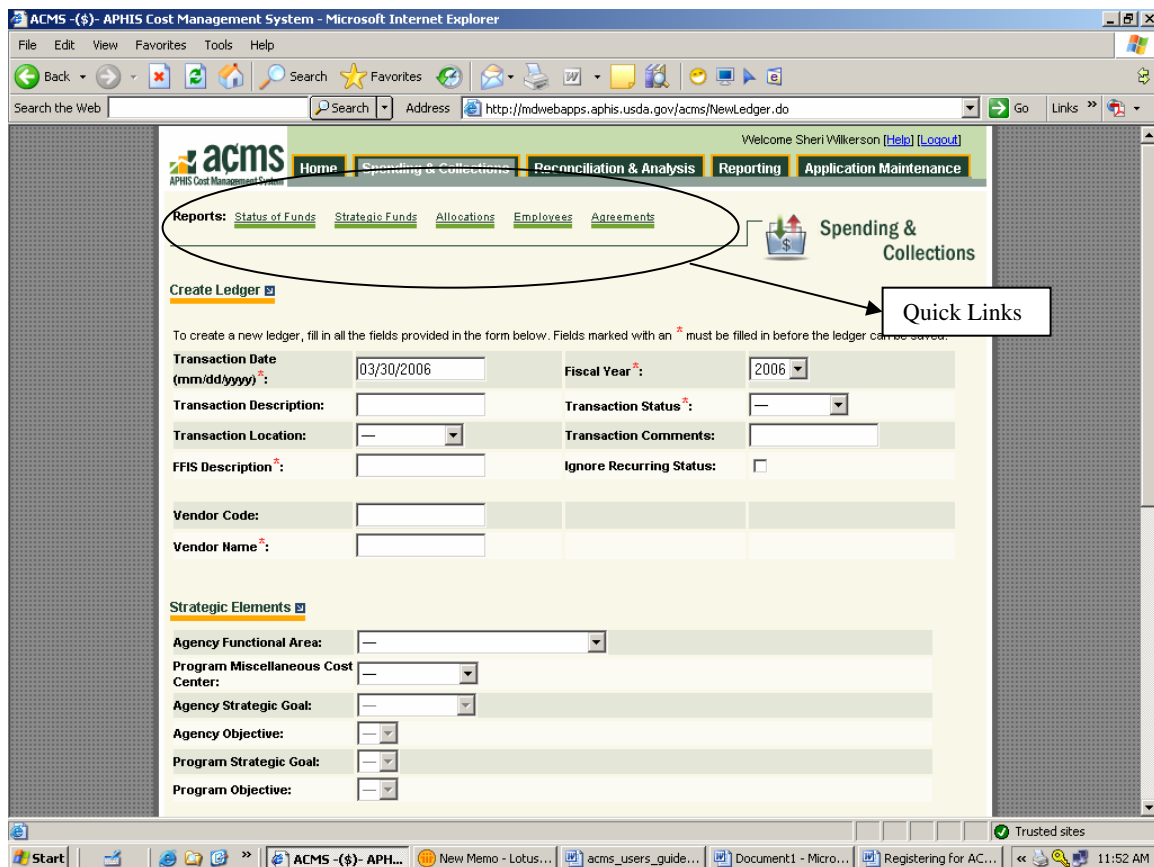
1. **<Roll>** your mouse over one of the navigation tabs at the top of the ACMS screen.

Step 2:



2. Rolling over the tab with your mouse will cause a drop down menu to be shown. Each drop down menu is associated with the corresponding section.

Step 3:



3. The ACMS system also provides users the ability to access key reports from within certain sections using the **Quick Links** bar. This allows you to navigate quickly between the sections and reports. These are the reports currently available for reporting out of the ACMS system.

Step 4:

ACMS - (\$)- APHIS Cost Management System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search the Web Search Address http://mdwebapps.aphis.usda.gov/acms/NewLedger.do Go Links

Welcome Sheri Wilkerson [Help](#) [Logout](#)

Home Spending & Collections Reconciliation & Analysis Reporting Application Maintenance

Reports: [Status of Funds](#) [Strategic Funds](#) [Allocations](#) [Employees](#) [Agreements](#)

Spending & Collections

Create Ledger

To create a new ledger, fill in all the fields provided in the form below. Fields marked with an * must be filled in before the ledger can be saved.

Transaction Date (mm/dd/yyyy) * 03/30/2006 Fiscal Year * 2006

Transaction Description: Transaction Status * -

Transaction Location: Transaction Comments:

FFIS Description * Ignore Recurring Status: ☐

Vendor Code: Vendor Name *

Strategic Elements

Agency Functional Area: -

Program Miscellaneous Cost Center: -

Agency Strategic Goal: -

Agency Objective: -

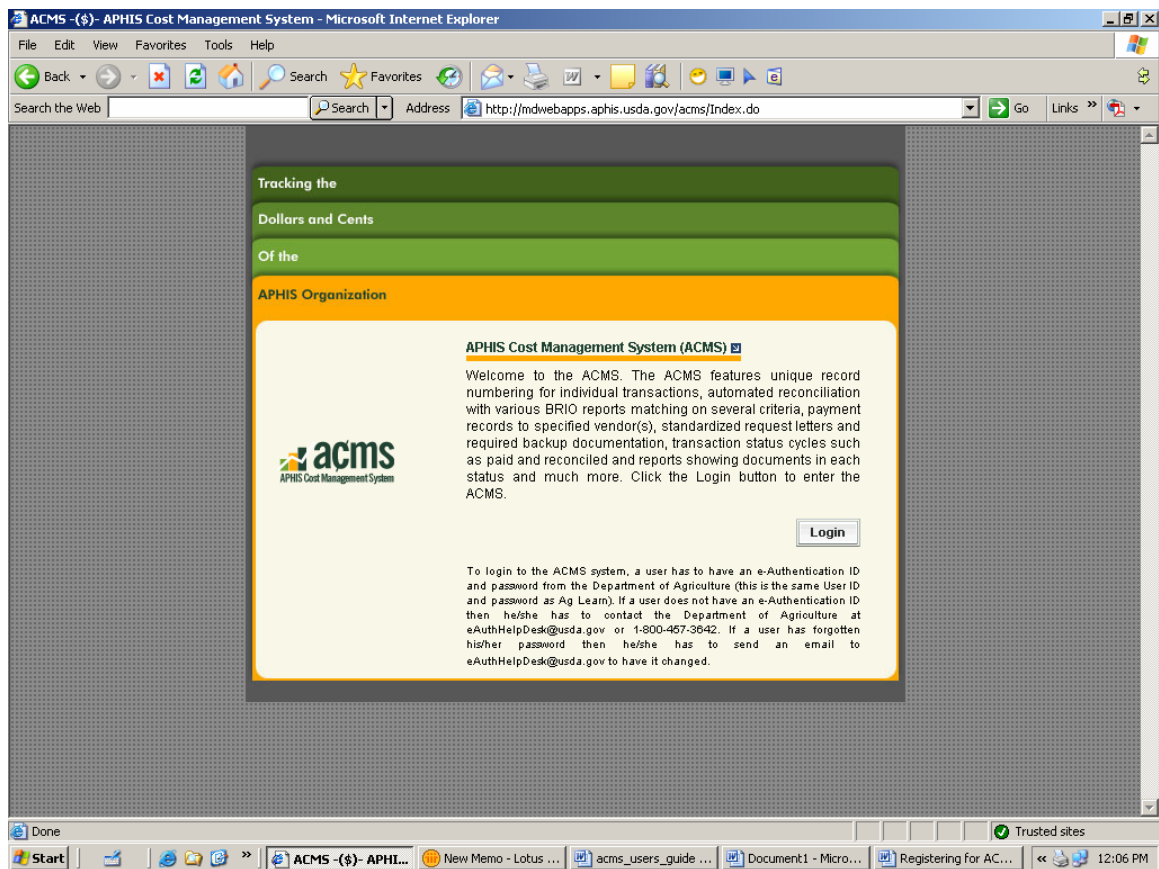
Program Strategic Goal: -

Program Objective: -

Start ACMS - (\$)- APH... New Memo - Lotus... acms_users_guide... Document1 - Micro... Registering for AC... 11:52 AM

4. To log out of ACMS you must **<Click>** the Logout button. This is located at the top of the screen.

Step 5:



5. The Logout Button will take you back to the ACMS Login Screen.